

# Congressman Elijah E. Cummings

## U.S. Service Academy Nomination Newsletter

Volume 17, Issue 2

### ACADEMY REQUIREMENTS

In order to be considered for a nomination, all applicants must meet the following criteria:

1. Must be a citizen of the United States, never married, have no dependents and not pregnant.
2. As of July 1, 2014, must be at least 17 years of age and not have passed their 23rd birthday. For the Merchant Marine Academy only, you must be at least 17 years of age and not have passed your 25th birthday by July 1.
3. You must have taken either the ACT or SAT no later than January of the year of admission to the Academy.
4. Your permanent/principal home must be in the 7th Congressional District in order to apply for my nomination, i.e., your parent's legal voting address must be in my specific district.
5. You must also demonstrate leadership potential, moral character, physical fitness, and active participation in extracurricular and community activities.

### STEP 1: PRE-CANDIDATE QUESTIONNAIRE

In order to "Open a File" at the Service Academy of your choice, you should contact the Admissions Office and request a Pre-Candidate Questionnaire. After completing and returning the Questionnaire, the Academy will notify you of its application requirements.

### ACADEMY INFORMATION

**\*U.S. Air Force Academy**  
Colorado Springs, Colorado  
800.443.9266

[www.usafa.edu](http://www.usafa.edu)

**\*U.S. Coast Guard Academy**  
New London, Connecticut  
800.883.8724

[www.cga.edu](http://www.cga.edu)

**\*U. S. Merchant Marine Academy**  
Kings Point, New York  
866.546.4778

[www.usmma.edu](http://www.usmma.edu)

**\*U. S. Military Academy**  
West Point, New York  
845.938.4041

[www.usma.edu](http://www.usma.edu)

**\*U. S. Naval Academy**  
Annapolis, Maryland  
410.293.4361

[www.usna.edu](http://www.usna.edu)

### STEP 2: 7th DISTRICT NOMINATION PROCESS

Once you have contacted my office, in writing, requesting a nomination to a U.S. Service Academy, a folder will be created for your materials. All required information **must** be submitted to my Catonsville district office by **November 8, 2013**. Your completed packet should include:

**\*Typed Nomination Request Letter (example on reverse side)**

**\*Completed Nomination Application (available through my office or on the website)**

**\* High School Transcript**

**\* SAT/ACT Scores**

SAT report code: 5471

ACT report code: 7449

**\*3 Letters of Recommendation**

Written by individuals who can comment on your motivation, abilities, character and potential. **One letter must be from a math or science teacher.** Examples: letters from teachers coaches, counselors, or ministers.

**\*Typed Essay**

Explain why you want to attend a United States Service Academy. The essay should be 2 pages, double-spaced.

**Please forward all information to:**  
**Congressman Elijah E. Cummings**  
**ATTN: Mrs. Katie Malone**

**754 Frederick Road**  
**Catonsville, MD 21228**

**Ph: 410.719.8777**

**Fax 410.455.0110**

### STEP 3: REVIEW PROCESS

I have a limited number of nominations available each academic year. To assist me in determining the most qualified candidates, I use a Service Academy Review Board. The Board meets with each candidate and makes recommendations to me based on interviews and the academic materials noted above.

**Only candidates with a completed file as of November 8, 2013 will be considered by the Academy Review Board.** Applicants will be notified in late December, 2013 as to the time and place of the interviews.

### ADDITIONAL NOMINATIONS

Most students seek nominations from several sources. Aside from your U.S. Congressmen, nominations are also available from U.S. Senators, the Vice President, and the President. I encourage you to contact Senator Benjamin Cardin (410.962.4436) and Senator Barbara Mikulski (410.962.4510) to find out more about their nomination processes.

### FINAL PREPARATIONS

Please be aware that a nomination from me does not necessarily mean that a candidate will be appointed to an Academy. **Final acceptance into one of the U.S. Service Academies is made by the individual Academy.** Because of the extremely competitive admissions environment at the Academies, I encourage you to also apply to other colleges and universities.

### U.S. SERVICE ACADEMY SUMMER SEMINARS

If you think you may be interested in pursuing a nomination to one of the United States Service Academies, the Naval, Military, Air Force, and Coast Guard Academies offer a week long summer seminar for rising seniors. These programs expose students to all aspects of Academy life. Scholarships are available to cover Summer Seminar fees for qualifying students. For more information on this program, please visit:

[www.usna.edu/Admissions/](http://www.usna.edu/Admissions/) (Navy)

<http://admissions.usma.edu/moreinfo/summer.cfm> (Army)

<http://academyadmissions.com/admissions/summerseminar/> (Air Force)

<http://admission.uscga.edu/i2e/AlMapp/index.asp> (Coast Guard)



## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

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This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

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Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have

chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.



**“To catch the reader's attention, place an interesting sentence or quote from the story here.”**

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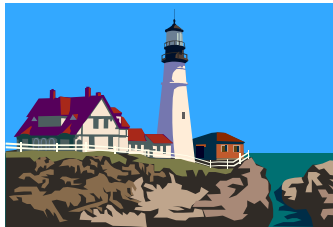
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U . S . H O U S E O F  
R E P R E S E N T A T I V E S

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



YOUR BUSINESS  
TAG LINE HERE.

**We're on the Web!**  
**example.com**

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.



Caption describing picture or graphic.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are fre-

quently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.